

ASSISTANT CITY MANAGER

GRADE: SAI

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

This is an appointed, non-merit executive position that assists the City Manager in directing and working with City departments to achieve departmental and City-wide objectives and strategic plans, and fulfill Mayor and Council policy initiatives, and provide municipal services and facilities to the community. This position requires continuous contact with individuals at all levels of the organization on a variety of complex issues. Responsibilities also require significant contact with individuals and groups in the community, as well as other governments. The job demands considerable exercise of executive leadership in a fast-paced cross-functional matrix environment and a well-developed sense of timing and strategy in often difficult and sensitive personal relationships. The work is usually physically light in nature involving considerable mental effort and stress from handling a wide variety of projects and programs concurrently in meeting deadlines. The work is subject to broad policy and general management guidance and reports directly to the City Manager. The Assistant City Manager performs complex professional and administrative work in certain assigned program and administrative functions of the City Manager's Office.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Serves as project executive team leader to study issues and implement actions in a variety of policy areas and assists the city Manager with intra- and intergovernmental activities.
- Performs special, ad hoc assignments such as researching issues, conducting studies, performing analyses, and developing recommendations on a variety of management and policy issues.
- Anticipate, identify, and address opportunities and challenges throughout the entire City organization.
- Supervises the Executive Office and Neighborhood Resources Division of the City Manager's office and directly supervises an Assistant to the City Manager and the lead for the Neighborhood Resources group.
- Oversees the operations and improvements of City-wide management systems.
- Organizes and works with interagency committees to develop policy documents and recommendations.
- Serves as the City Manager's liaison to the Finance Department and operating departments in the development and implementation of the annual Operating Budget, Capital Improvement Program, and Strategic Plan.
- Either directly or through subordinate staff, serves as the City's legislative program coordinator and liaison to the State and other governments and organizations as may be required.
- Meets and corresponds with various citizens, professional, business and other groups to answer questions and secure their help in carrying out various programs.
- Participates as part of the management team in meet and confer and contract negotiations with various employee groups.
- Coordinates development review including associated functions of all departments that participates in the development review process.
- Coordinates all inter departmental activities designed to preserve and enhance the quality of life in Rockville's neighborhoods.
- Serves as liaison to the various City departments as directed by the City Manager.
- Keeps the City Manager informed of the status of various areas of City administration as required.
- Monitors and reports internally on project status as assigned.
- Develops and recommends policies, procedures, programs, rules, regulations, strategies, and laws to improve City operations and services.
- As directed and authorized by the City Manager, provides information and staff support for the Mayor and Council to assist them in their governmental decision making and the development of policy initiatives.
- Assists in developing agenda items, background materials, and presentations for the Mayor and Council.
- Serves as Acting City Manager in the City Manager's absence.
- Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

A bachelor's degree from an accredited college or university, with a Master's degree in Public Administration or comparable field required; plus a minimum of six years experience in a responsible management position preferably in local government service and preferably in a City Manager's Office, including responsibility for program management and administration, and preferably supervision of staff.

Preferred Knowledge, Skills and Abilities:

- Considerable knowledge of the principals and practices of public administration.
- Considerable knowledge of finance, Human resources, budget and related administrative functions.
- Knowledge of acceptable project and program management, and matrix management principles and practices.
- Knowledge of municipal functions, services, operations and laws pertaining thereto.
- Meeting management and facilitation skills.
- Skill in handling difficult and sensitive professional relationships.
- Skill in being able to manage a variety of complex projects and programs concurrently.
- Skill to reconcile divergent opinions on varying issues.
- Ability to evaluate organization and management procedures and make recommendations for improvements.
- Ability to analyze situations and make decisions.
- Ability to speak and write effectively and appropriately.
- Ability to establish and maintain effective working relationships with officials, department heads, employees and the public.
- Ability to positively motivate personnel to achieve organizational goals and objectives.